



**Bassetlaw**



**Centre**



# MINIBUS HIRE PROCEDURES TERMS AND CONDITIONS

## INTRODUCTION

This document sets out the procedures and terms and conditions for hiring a minibus operated by Bassetlaw Action Centre.

Our minibus hire is only available to non-profit organisations, state-funded schools and community- and voluntary groups in the Bassetlaw area. Membership registration with Bassetlaw Action Centre is required.

The minibus cannot be hired by any organisation for activities (or as part of activities) which are for profit. This means that the minibus cannot be hired by private residential homes, private nursing homes, private schools, private nurseries and any other for-profit businesses.

Whilst on hire, the minibus can only be driven by someone who is on the Bassetlaw Action Centre Register of Drivers.

The minibus is operated under a Section 19 Permit and every hire is carried out under the terms of the Permit.

The minibus must not be used for the transportation of goods.

Minibus hire is on basis of availability and Bassetlaw Action Centre cannot guarantee availability at all times.

## MINIBUS

The minibus has a maximum capacity of 16 passengers. It is fitted with a tail-lift and has removable seats to allow a flexible seating plan to include up to 6 fixed wheelchair passengers. Please see the seating capacity in the table below. Additional folding wheelchairs and scooters may further compromise the seating capacity.

No. of fixed wheelchairs	Max. passengers	No. of fixed wheelchairs	Max. passengers
0	16	4	14
1	16	5	13
2	16	6	10
3	15		

The seats in the minibus are fitted with inertia reel restraint seatbelts. All passengers must use the available seatbelts at all times, unless they hold a medical exemption certificate.

The minibus is equipped with:

- Wheelchair clamps.
- 4-point webbing restraints.
- Restraint systems for passengers travelling in wheelchairs.
- A spare bulb and fuse kit.
- A spill pack.
- A first aid kit.
- Two fire extinguishers.
- A de-icer and scraper.
- The Bassetlaw Action Centre Driver's Pack.

The Bassetlaw Action Centre Driver's Pack contains a copy of:

- Bassetlaw Action Centre Minibus Information Card.
- Bassetlaw Action Centre Minibus Hire Policy.
- MiDAS Minibus Driver's Handbook.
- Vehicle Manual.
- Blue Badge Scheme Leaflet.
- Local Road Map.

## **DRIVERS**

Every Bassetlaw Action Centre driver is fully qualified under the MiDAS scheme. Drivers also undertake additional training in areas such as Minibus Fire & Evacuation Procedures.

## **MAKING A BOOKING**

When a group requests a hire, Bassetlaw Action Centre may accept the booking subject to driver availability. Bassetlaw Action Centre will make every effort to find a driver and will inform the hirer of the outcome as soon as possible.

It is important to be accurate about the number of passengers travelling in fixed wheelchairs as the seating configuration needs to be amended before the journey starts (see seating capacity table above). It is equally important that any folding wheelchairs, walking frames and scooters are disclosed on booking to ensure space provision on the minibus. Undisclosed folding wheelchairs, walking frames and scooters will not be transported. Please note that we do not allow people sitting on their scooters during transport in our minibus.

It is the hirer's responsibility to provide Bassetlaw Action Centre with accurate information about the destination and/or venue. This includes details about the precise address, identification of any hazards, and the provision (where necessary) of directions.

Bookings can be made by email, enquiries about availability and price can also be made over the phone.

**The office telephone number is 01777 709650 and the e-mail address for bookings is [transport@actioncentre.org.uk](mailto:transport@actioncentre.org.uk).**

## **EMERGENCIES**

You **MUST** be able to provide a contact telephone number that will be staffed during the time of the hire. This is especially important for hires out of normal office hours. If you do not provide such a telephone number, Bassetlaw Action Centre cannot be held responsible for any failure to inform you about any emergency or other problem associated with the hire: e.g. a breakdown on the way to the first pick-up.

## **CHARGES**

An estimate of cost for each journey will be provided on booking. When confirming a booking Bassetlaw Action Centre reserves the right to request a deposit of £50 with confirmation. This will be non-refundable in the event of cancellation by the client.

An invoice will be provided immediately after hire has taken place which must be paid within 14 days.

## **VEHICLE BREAKDOWNS**

The Bassetlaw Action Centre Minibus is covered by a Breakdown Organisation. This includes “Home Start” and “Recovery”. The MiDAS Minibus Driver’s Handbook contains general details about what to do in the event of a breakdown or accident. More specific information is provided on the Bassetlaw Action Centre Minibus Information Card. Bassetlaw Action Centre will accept no liability for any losses incurred due to vehicle breakdown, we will however do our utmost to find a replacement vehicle.

## **OFF-ROAD USE**

The Bassetlaw Action Centre Minibus should not be driven “off-road”. If the hirer’s destination requires the driver to go off-road, the cost to repair any incurred damages due to being off-road will become the hirer’s responsibility.

## **CHILDREN**

It is a requirement that all children (up to 16 years) sit in forward-facing seats and wear seatbelts. Remember that young children are required to use appropriate seating, e.g. baby carriers, child seats and booster cushions. Please note that with the type of seating in the Bassetlaw Action Centre minibus some baby carriers, child seats and booster cushions may not fit correctly so it is required that this is checked before the date of hire and it is the hirer’s responsibility to make sure all children are seated appropriately and safely. The driver will not take children that are not safely seated.

## **ESCORTS**

Bassetlaw Action Centre is unable to offer an escort service with driver minibus hires. It is, therefore, the responsibility of the hirer to provide a reliable and competent escort when required. An escort is compulsory if children or other vulnerable passengers are to be carried. Bassetlaw Action Centre reserves the right to refuse a booking if a suitable escort cannot be provided.

## **PASSENGER SAFETY**

Bassetlaw Action Centre drivers will not be responsible for lifting a passenger during the course of a hire. It is the hirer’s responsibility to assess each passenger’s ability to use the steps or passenger lift when boarding or alighting from the Bassetlaw Action Centre minibus. Similarly, it is the hirer’s responsibility (where applicable) to assess each passenger’s ability to transfer safely from a wheelchair to a seat in the Bassetlaw Action Centre minibus, and from such a seat to a

wheelchair. Bassetlaw Action Centre reserves the right to make its own determination about the use of steps or a passenger lift, and similarly about a transfer to and from a minibus seat, if the driver believes that safety has been compromised by the hirer's assessment.

**TERMS & CONDITIONS OF VEHICLE HIRE: GENERAL**

Bookings for minibus hire are only accepted from members of Bassetlaw Action Centre. Membership can be purchased at the time of booking either for the day or a year. It is the responsibility of the member, not Bassetlaw Action Centre, to ensure that bookings made in the name of the member are made by authorised personnel (e.g. by using an Order Form or providing a Purchase Order Number). A member is responsible for payment of any hire, accepted in good faith by the Bassetlaw Action Centre booked in its name.

1. On booking we require a non-refundable deposit of £50 to secure the availability of the minibus. Should a group fail to turn up for a booked hire, or give less notice than 48 hours of cancelling their hire, Bassetlaw Action Centre will levy a charge of 50% of the quoted hire amount subject to a minimum of £50.
2. All accounts must be paid promptly. Invoices are sent out on the completion of the journey, and must be paid within 14 days. Bassetlaw Action Centre reserves the right to refuse bookings to any group whose account is overdue. Non-payment of invoices will result in loss of membership.
3. Smoking inside the Bassetlaw Action Centre minibus is prohibited by law.
4. No alcohol may be consumed on the minibus at any time.
5. The minibus must be returned in a clean and tidy condition: all rubbish must be removed from the vehicle before the end of the hire. Failure to do so may result in a £25 surcharge being added to the hirer's invoice.
6. Bassetlaw Action Centre reserves the right to reject, cancel or vary any booking if the purpose for which the vehicle is to be used is inconsistent with the aims, objectives or rules of the Bassetlaw Action Centre.
7. In the event of cancellation or change to a booking by Bassetlaw Action Centre no liability can be accepted for any loss, financial or otherwise, arising from our failure to provide a vehicle and the Bassetlaw Action Centre cannot be held responsible for breach of contract in such circumstances.
8. A signed copy of the terms and conditions will be required with booking confirmation.

Group Name			
	DATE	NAME	SIGNATURE
Group Hire Contact			
Bassetlaw Action Centre Co-ordinator			